



TRAVEL ADVANCE CLEAR FORM

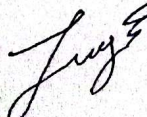
Cash Advance				
Employee Name	Ean Nang Lin		Estimated Date of Travel	11.12.2024 to 13.12.2024
Position Rank	ASM	Total Day	3 days.	
BU/BR/DIV, Dept	Credit Dept (REBI)		Destination	go to Pyin Oo Lwin
Purpose	Marketing			
Travelling Permit				
Arrival Place	11 ~ 12.24. Pyin Oo Lwin.			
Actual Date & Time of Travel	11 ~ 13.12.24.			
Total Day	3 days.			
HR Name	Me Me Kyaw			
HR Sign				
BOH/Authorized Person Name	Aung Myint Myint			
BOH/Authorized Person	Telegram Approved			
Advance Clear				
Actual Date & Time of Travel	11 ~ 13.12.24.		Total Day	3 days.
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
11 ~ 12.12.24.	TA charges for 1 person x 3 days x 15,000/-	45,000/-		
11 ~ 13.12.24	Hotel charges, 1 x 3 days	55,000/-		
Total Expense (Kyats/USD)				100,000/-
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zin Zin Oo	SC & RS Admin	8.1.25.	
Approved By Dept Head	Aung Myint Myint	DM.	8.1.25.	
Approved By GM/AGM/COO	Phyo Thu.	AGM.		
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO		
HR Check & Approved	Myeik Eeik Khawng.	HR.	8.1.25	
Cash Received				
Remark				

TRAVELLING REPORT

Date : 2.1.2025

Report To	Aung Myat Thu	
Employee Name	San Naing Lin	
Position	ASM	
Department	Sale and Marketing	
Business	RE BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	3days.	
Trip Information	1. From ... Mandalay ... To ... Pyin Oo Lwin ...	
	2. From ... To ...	
	3. From ... To ...	
Purpose For Travelling		
Travel Date	Activities	Remark
11.12.24	Pyin Oo Lwin Tsp Sax Pan Eaing private school U Zaw Min Oo Pin Htet San Private school, solar Marketing	
12.12.24	Pyin Oo Lwin Tsp Soe San private school Mother's Love Private school, Eden Internation school, Myat Pan children Hospital, solar Marketing	
13.12.24	Cherry Hospital Ko Thaw Zin (New Hotel) NEA Private school, Ngwe Sandar Electronic shop, May Myoe Thuka Hospital, solar Marketing	

Reported by



 Sign :
 Name : San Naing Lin
 Position : ASM

Checked by



 Sign :
 Name : Aung Myat Thu
 Position : DH

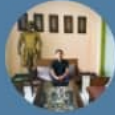
(DH/AGM/GM)

Approved by

 Sign :
 Name : Zaw Min Myat
 Position : ACOO

(COO)

05-CHL-HRM-FRM-064-01



Ko Aung Myint My

last seen at 2:16 PM



January 9

TRAVEL ADVANCE CLEAR FORM

Cash Advance		Employee Name: <u>San Naing Lin</u>		Intended Date of Travel: <u>11.12.2024 to 13.12.2024</u>	
Employee Rank: <u>ASM</u>		Total Day: <u>3 days</u>		Purpose: <u>go to Pyin Oo Lwin</u>	
MIS ID/ID No. Dept: <u>Lead Dept (SEBI)</u>		Destination: <u>Pyin Oo Lwin</u>		Travel Mode: <u>Motorbiking</u>	
Travel Details					
Actual Place: <u>Pyin Oo Lwin</u>					
Actual Date & Time of Travel: <u>11-13.12.24</u>					
Total Day: <u>3 days</u>					
MIS Name: <u>Ma Ma Hpa</u>					
MIS No: <u>14</u>					
MIS Substantial Person Name: <u>Aung Myint Myint</u>					
MIS Substantial Person: <u>Aung Myint Myint</u>					
Advance Clear					
Actual Date & Time of Travel: <u>11-13.12.24</u>		Total Day: <u>3 days</u>			
Departure Date & Time:		Arrival Date & Time:			
Date	Description	Amount	Spent	Total Amount	
<u>11.12.24</u>	<u>1A charges for 3 persons</u>	<u>15,000/-</u>	<u>15,000/-</u>		
<u>11.12.24</u>	<u>Hotel charges 3 days</u>	<u>85,000/-</u>	<u>85,000/-</u>		
Total Expense (Kyan/USD)				<u>100,000/-</u>	
Cash Advance (Kyan/USD)					
Balance Received (Kyan/USD)					
Sub Report Status					
Authorisation	Name	Position	Date	Signature	
Proposed By	<u>San Naing Lin</u>	<u>ASM Admin</u>	<u>8.1.25</u>	<u>[Signature]</u>	
Approved By Dept Head	<u>Aung Myint Myint</u>	<u>DM</u>	<u>8.1.25</u>	<u>[Signature]</u>	
Approved By HR Director	<u>[Blank]</u>	<u>ACM</u>			
Authorised by related Department Head	<u>Aung Myint Myint</u>	<u>ACCO</u>			
HR Check & approved	<u>Aung Myint Myint</u>	<u>HR</u>			
Cash Received					

Dear Ko Aung Myint Myat
Please Approve

11.12.2024 မှ 13.12.2024 အထိ ASM San Naing Lin ပြင်ဦးလွင်ကိုရောက်ရှိကြောင်း Approve ပေးပေးပါအုံးရှင်

1:25 PM ✓



Zin Zin

Dear Ko Aung Myint Myat Please...

Yes we acknowledge par



2:11 PM



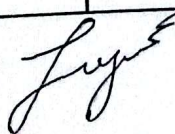
Message




TRAVELLING REPORT

 Date : 20.12.2024

Report To	Aung Myat Thu	
Employee Name	San Naing Lin	
Position	ASM	
Department	Sale and Marketing	
Business	RE BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	7 days	
Trip Information	1. From <u>Mandalay</u> To <u>Tarchileik</u>	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
26.12.2024	Tarchileik Township Mya Thahar Hospital Shae Saung Hospital	
27.12.2024	Tarchileik Township U Sai Bon Saw Appointment	
28.12.2024	Tarchileik Township Ko Thaw Lin Htun Ko Kyaw Min Htun San Yee fuel station	

 Reported by 

 Sign :
 Name : San Naing Lin
 Position : ASM

 Checked by 

 Sign :
 Name : Aung Myat Thu
 Position : DH
 (DH/AGM/GM)

Approved by

 Sign :
 Name : Zaw Min Myat
 Position : ACOO
 (COO)

05-CHL-HRM-FRM-064-01

